Information for Parents & Pupils:

Preparation for Home Learning using Microsoft Teams.

OVERVIEW:

This presentation will guide you and your child through the process of logging in and using Microsoft Teams to gain access to your child's homework, teacher communication & learning resources.

We hope that you will find this information helpful and clear.

Please contact us if you any questions. We will do our best to help.

BEFORE YOU START:

It is crucial that you have considered the online safety of your child.

Please read the information and guidance on our Online Safety Information webpage on the Home Working website: https://polwhelehinfo.weebly.com/

GETTING STARTED: CLASS TEAMS

Access your online classroom right away in Office 365 Education and Microsoft Teams. Grab your device and your school sign-in information and head into class at Office.com.

Sign in to Teams:

1. Open Office.com and sign in with your school email and password.

2. From your Office.com homepage, click on the Teams app to open right in your browser.

3. Select Teams ⬚ in to see which class teams you're in. If your teacher has already set up the class team and added you, you'll see one or more (depending on how many classes you have) class team tiles. When you see your class tiles, click on one to start connecting with your teacher and classmates!
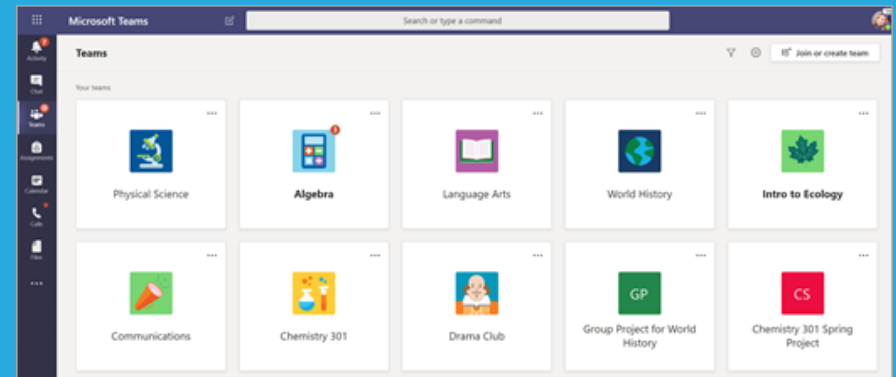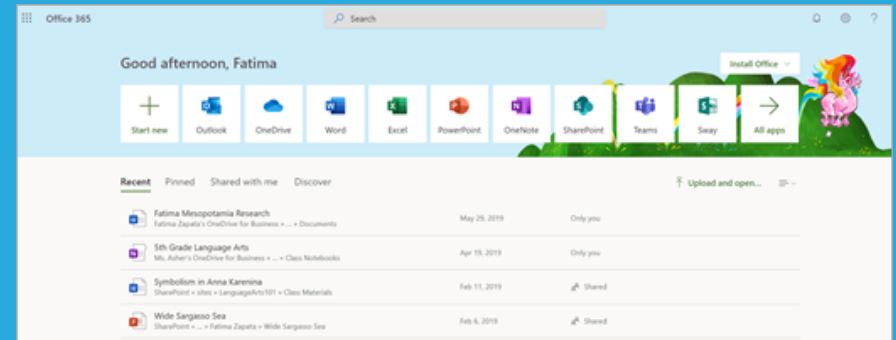
Microsoft Teams can also be downloaded as a version on Macs (macbook desktop computers, laptops and phones).

https://products.office.com/en-gb/microsoft-teams/group-chat-software#desktopAppDownloadregion
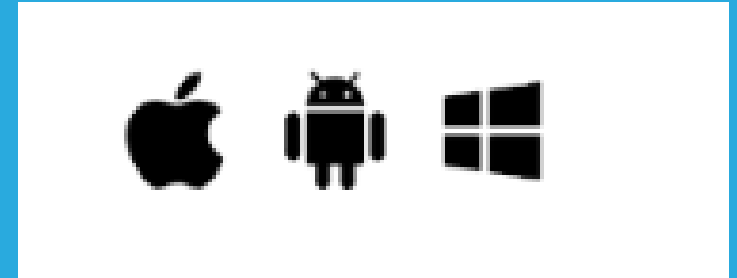
You download the app for Microsoft Teams (see above link), select Apple/Mac icon and download to your mac.

Join a team with a code

Enter code
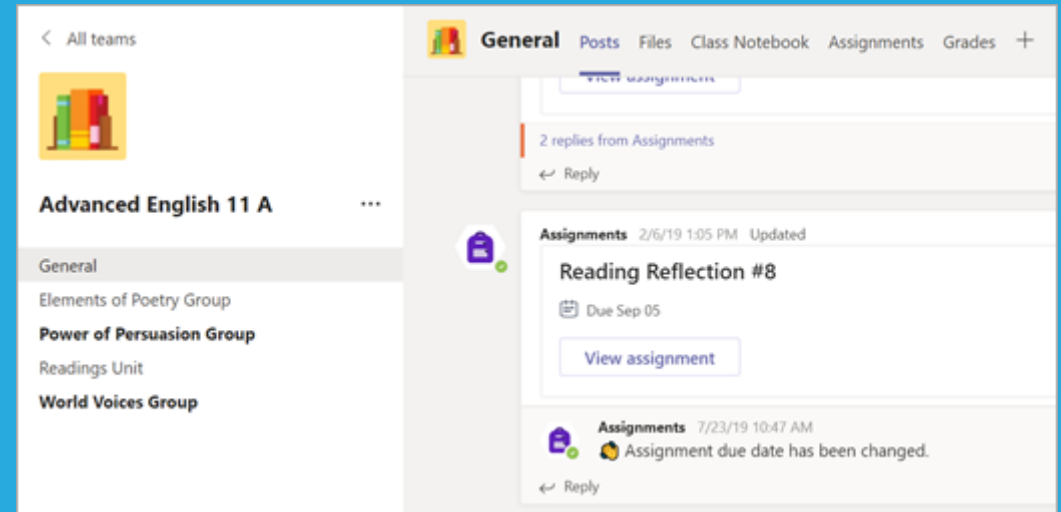
Got a code to join a team? Enter it above.
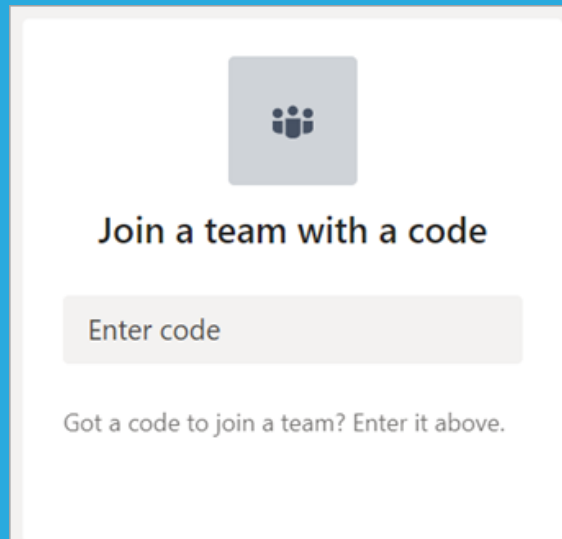
Don't see any class team tiles?

Your teacher may have invited you to join your class team with:

- A join code (from the Teams page, select Join or create a team and enter the code)

CHANNELS

Every class team has a main discussion area, the General channel.

Under General, your teacher may create more channels to organize topics, projects, and more.

All channels include a Posts and a Files tab.

The Posts tab is where you, your classmates, and your teacher can all start and reply to conversations.

Look for shared documents in the Files tab.

Along with Posts and Files tabs, the General channel has Assignments, Class Notebook, and Grades tabs.

NOTIFICATIONS

Check the **Activity** section to make sure you don't miss a new assignment or an @mention.
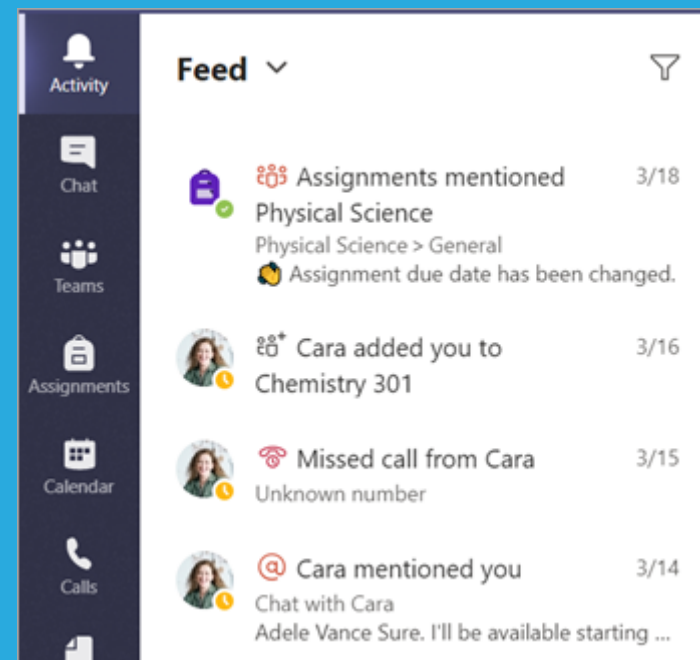
COMMUNICATE

Create and send a message in a chat or channel

Click the compose box to create a message. You can type out a simple message, or add on.

- Attach an image, gif, sticker, or file

- Use rich text to make your message stand out

- Format your message with bullets or make a numbered list

- @mention your teacher or a classmate.

To switch from a conversation in a team channel to a private chat group, select the Chat icon.
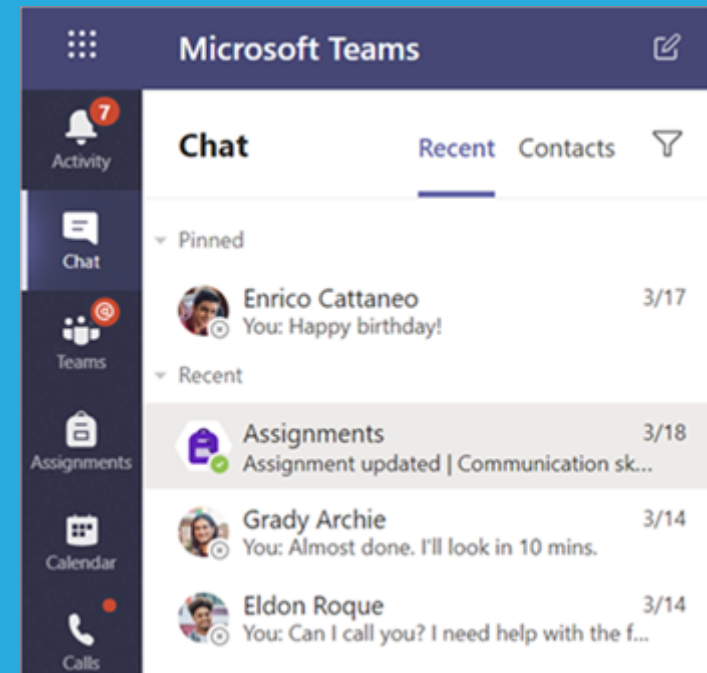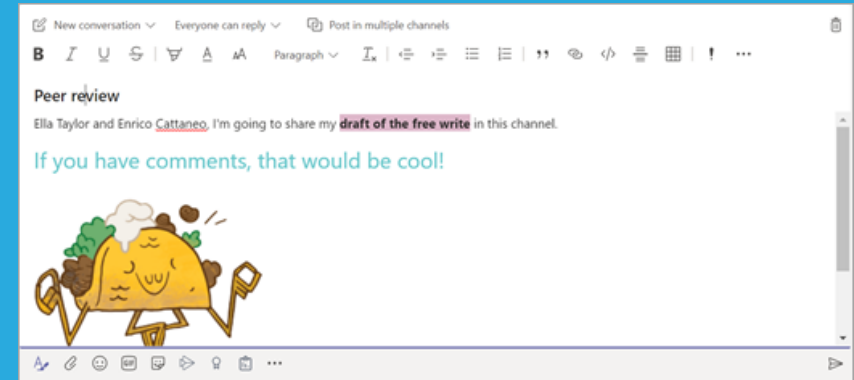
Share a file in a channel or chat

1. Click Attach 🖇 .

2. Choose a file you'd like you share.

3. Include a message if you want, then click Send ▷ .

Find or create a file

See the files that you, your classmates, and teacher have shared in one of your team's channels by selecting the Files tab.
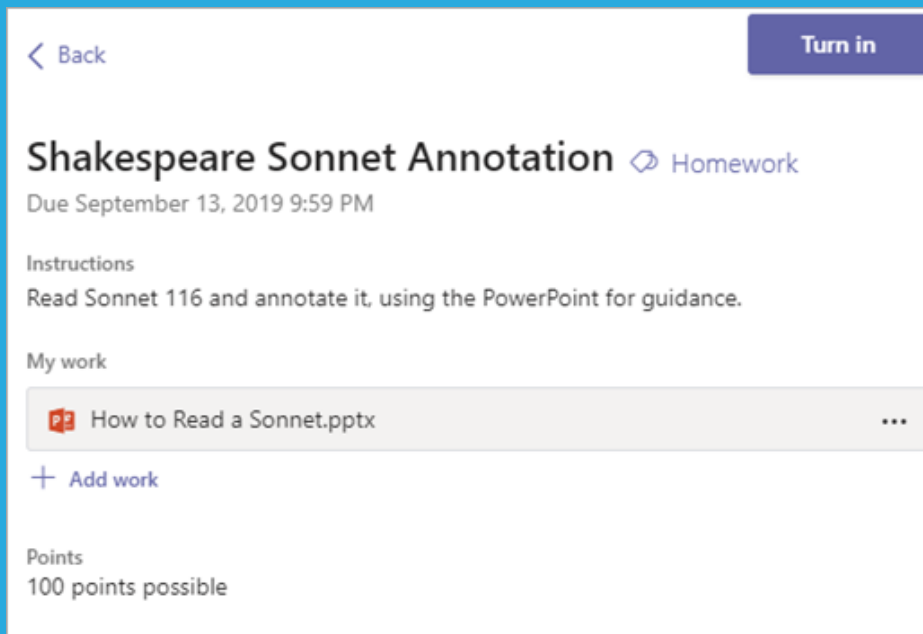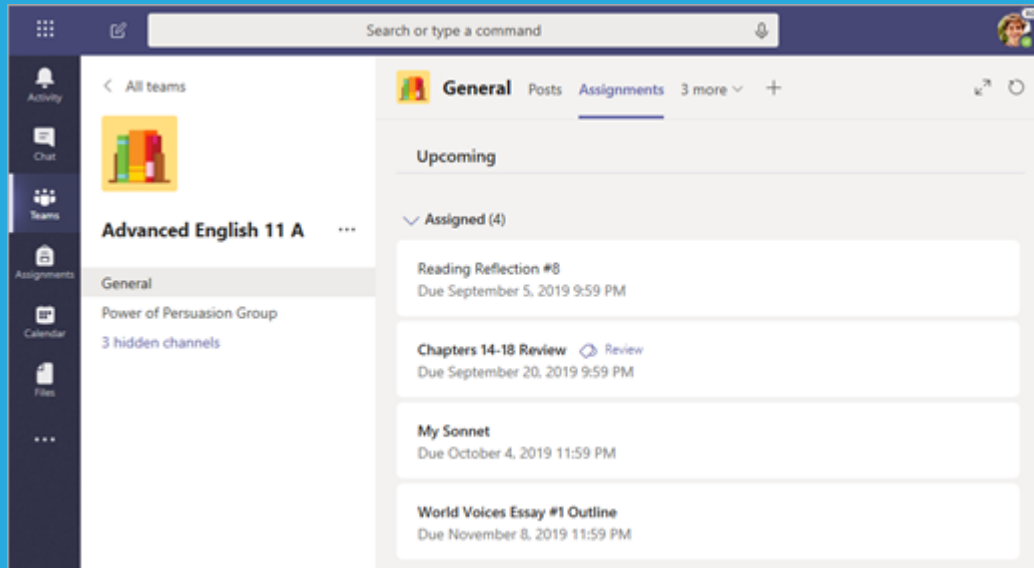
While in Files, you can create a new Word, Excel, or Power-Point document for you and your classmates to collaborate in.

Class Materials

In the Files tab, your teacher might add read-only resources to the Class Materials folder. Look here for   im-portant documents that can help you with assignments, projects, or just staying up to date on class expectations.
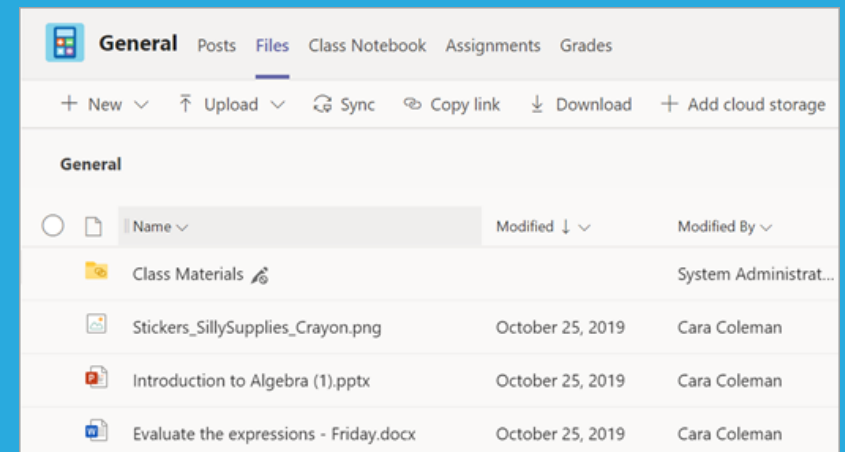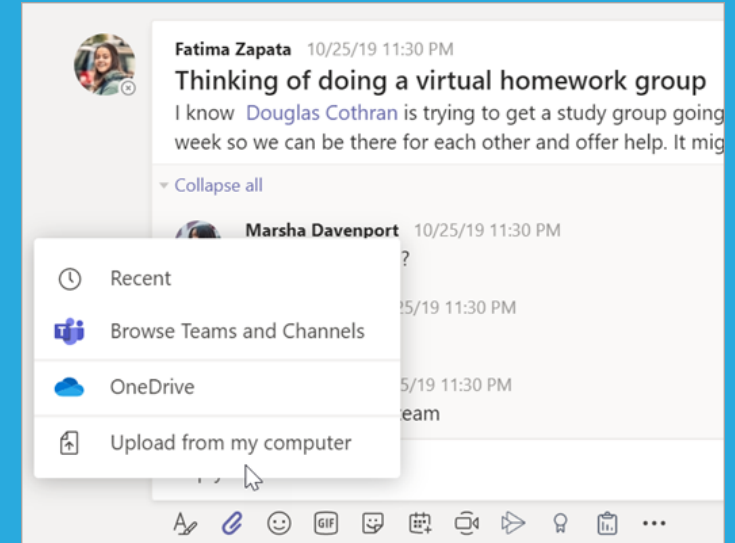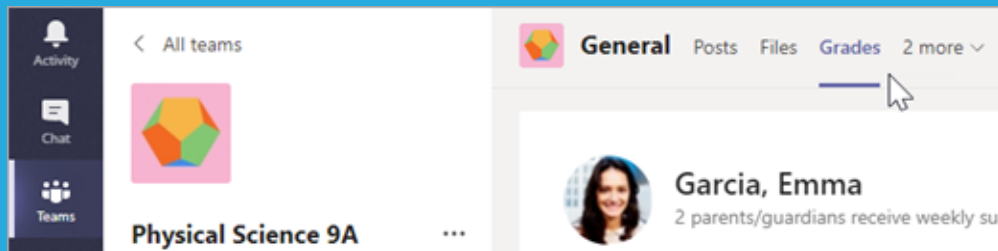
ASSIGNMENTS

1. Head to a class team and the General channel.

Select the Assignments tab.

2. To view assignment details and turn in work, select the assignment.

3. Attach any required materials, and select Turn in.

To see grades for assignments your teacher has reviewed and sent back to you:

Select the Grades tab in the General channel.

All your assignments are listed here with the nearest due date at the top. View your status on each assignment as well as points you've received on graded work.

Assignments without points will show as 'Returned' after your teacher has reviewed them.

Use the arrows next to Due date and Assignment to sort your assignments.

Online instruction is different from classroom teaching and it requires a different mindset for pupils, parents and staff.

We ask all our school community to consider their words and actions when so many people have their own unique and individual circumstances, concerns and worries.

Contact:

Please do not hesitate to contact the school if you have any concerns or questions.

01872 273011

Office@polwhelehouse.co.uk

Thank you for your cooperation and understanding at this time.

PARENT & PUPIL EXPECTATIONS FOR USING ONLINE PLATFORMS
SEPTEMBER 2021

To make our online learning platform areas a supportive and respectful place for parents, children and staff please can you ensure that the following rules are followed:

READY:

• Be ready to learn: use your Homework timetable. Make sure you have access to some pens, pencils, paper and check you have any printed resources you have been asked to organise or work on/from.

RESPECTFUL:

• Use kind words and images: think carefully about how your words may come across in a non-verbal, chat situation. No offensive words, pictures or rude questions, please.

• Be patient: sometimes you may have a problem or question for a member of staff. Teachers will reply to messages and communications as soon as they are able to do so, dependent on their teaching timetable and other school commitments.

SAFE:

• Be safe: ensure that your computer/device has firewalls, ad blockers and systems in place to make it a safe place for your child to use. Please see the information we have emailed parents about setting up devices and the online safety information on our Home Working website: https://polwhelehinfo.weebly.com/

This links directly to our Behaviors, Exclusions and Rewards Policy and School Rules of: Ready, Respectful & Safe.

Thank you.

Polwhele House
GROWING CORNWALL'S FUTURE